Instructions to Complete the Mahoning County Employment Application

1. Please complete all sections and print or type clearly.

2. A county employment application form must be submitted for each position for which you are applying.

3. Please indicate the title of the position for which you are applying.

4. Do not use "See Resume" on any part of the application. You must write or type in all requested information. However, you may insert a copy of your resume.

5. Please send the completed employment application and any additional documents (i.e. cover letter and/or resume) to the appropriate individual or department listed in the job posting.

6. All employment applications and materials must be received by the deadline date for consideration. You may send your application by facsimile to (330) 740-7980, bring it in person between 8:00 a.m. thru 4:30 pm, Monday thru Friday, or mail to Mahoning County Human Resources, 21 West Boardman, Suite 300, Youngstown, Ohio 44503.

7. You must demonstrate on the application how you meet the minimum qualifications for the position. There is a section on the second page where you can describe additional experiences and/or training, etc., if necessary.

8. Do not forget to sign and date the application.

9. You may be refused employment consideration if the application is not filled out completely and accurately.

10. Employment applications are also available for pickup at Mahoning County Commissioner's Office, 2nd Floor Lobby, 21 West Boardman Street, Youngstown, Ohio 44503 between 8:00 am through 4:30 pm.